

WOODRIDGE PARK DISTRICT
Regular Board Meeting
September 21, 2021



President Cohen called the Regular Meeting of the Board of Commissioners to order at 6:30 p.m. Upon a roll of Commissioners being called, the following were present: Cohen, Coleman, Mahoney, Venouziou, Kranz. Staff present: Adams, Knitter, Ritter, Webber, Ravasio

PUBLIC PARTICIPATION

William Yunker: 1540 Talcott Road, Woodridge, IL 60517
Garrett & Jan Leahy: 2808 Jonquil Lane, Woodridge, IL 60517
John Balzano: Piper Sandler*

**Attended meeting by Zoom*

Garrett Leahy, of 2808 Jonquil Lane, Woodridge, introduced his wife Jan, and reported that during the June 20th tornado a tree fell on to their fence. He explained that they are replacing the fence and in the process of getting quotes they discovered that their rear fence is located approximately 1.2 feet on Woodridge Park District property, along the west property line and veers back onto private property as it is 0.7 feet within private property along the east property line. Leahy requested a variance to allow him is to reinstall a new fence in the exact location of the existing fence.

Mr. Leahy also expressed his appreciation for the high quality condition of the District's tennis courts compared to neighboring park districts.

Executive Director Adams informed the Leahy's that the topic will be addressed by the Board later in the meeting during the Parks, Planning & Development Staff Report, and that they were welcome to stay for the meeting.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA

Staff recommended that Agenda item G.1.a under the Executive Director's Report be moved to immediately follow after the President's report.

MOTION by Venouziou and seconded by Mahoney to move Agenda item G.1.a under the Executive Director's Report to after the President's Report.

President Cohen requested a roll call. Upon a roll being called:

AYES: Venouziou, Mahoney ,Coleman, Kranz and Cohen
NAYS: None
ABSENT: None
MOTION CARRIED.

PRESIDENT'S REPORT

President Cohen opened his report recognizing Cannon Fears, Village Greens Golf Shop Attendant on his 5th anniversary. Executive Director Adams shared that Fears is very active in the community and brings small golf outings to the course on a regular basis. He reiterated Golf Manager Evan's comments that Fears is a great asset to the Golf Course.

President Cohen then asked if there is motion to schedule a Special Board Meeting on Tuesday, October 26, 2021 at 6:30 p.m. to conduct the annual budget workshop.

MOTION by Kranz and seconded by Mahoney to schedule a Special Board Meeting on Tuesday, October 26, 2021 at 6:30 p.m. to conduct the annual budget workshop.

Commissioners Coleman and Venouziou both stated that they would be out of town and unable to make the meeting. After discussing other potential dates, Executive Director Adams said that he would email the Board with a list of alternate options for the meeting.

Commissioner Kranz then officially rescinded her motion to schedule a Special Board Meeting on Tuesday, October 26, 2021 at 6:30 p.m. to conduct the annual budget workshop.

President Cohen asked for a status on the \$50 million in the Available for Rebuild Downtowns and Main Streets Capital Program.

Jenny Knitter, Director of Parks, Planning & Development, shared that she participated in a webinar that addressed the grants and eligibility, and said the District is not eligible for the grant money as it is intended to revitalize downtown areas.

President Cohen closed his report reviewing upcoming calendar items.

EXECUTIVE DIRECTOR'S REPORT

G.1.a. Executive Director Adams began the first part of his report with his first action item, Ordinance No. 21-10, An Ordinance amending an ordinance adopted by the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois, on the 15th day of June, 2021, providing for the issue of not to exceed \$7,000,000 Refunding Debt Certificates, Series 2021A.

Piper Jaffray recommended increasing the par amount to take advantage of more potential refunding saving opportunities.

Staff recommended the Board consider approving Ordinance No. 21-10, An Ordinance amending an ordinance adopted by the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois, on the 15th day of June, 2021, providing for the issue of not to exceed \$7,000,000 Refunding Debt Certificates, Series 2021A.

MOTION by Mahoney and seconded by Venouziou to approve Ordinance No. 21-10, An Ordinance amending an ordinance adopted by the Board of Park Commissioners of the Woodridge Park District, DuPage and Will Counties, Illinois, on the 15th day of June, 2021, providing for the issue of not to exceed \$7,000,000 Refunding Debt Certificates, Series 2021A.

President Cohen requested a roll call. Upon a roll being called:

AYES: Mahoney, Venouziou, Kranz, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Executive Director Adams then introduced John Balzano of Piper Sandler who then updated the Board on the status of the Debt Certificate refunding that took place on September 21st.

Balzano reported that the 4.00% coupons were refunded as a follow on offering from last year, and that the Debt Certificates were rated "AA" by Standard and Poor's, even after the impacts of COVID-19 were shared with S&P in 2020 and 2021. He said they received 14 orders from six unique investors totaling \$4.3 million and generated \$310,201.87 in net savings, with a present value of \$277,989.88 which is 7.27% of the refunded principal value of certificates. He added that the closing is scheduled for September 30, 2021 and then reviewed the sources and uses of funds.

Balzano asked if the Board had any questions. There were none. Commissioner Venouziou said it is great to see the net savings and the tax savings it will bring to Woodridge tax payers. Executive Director Adams thanked Piper Sandler for their due diligence in the refunding process and leading the way to provide substantial savings.

STAFF REPORTS

Finance

Chris Webber, Superintendent of Finance, Personnel & IT, opened his report sharing that the District was notified that they received both the Certificate of Achievement for Excellence in Finance Reporting for the stub-year December 31, 2020 Comprehensive Annual Financial Report as well as the Award for Outstanding Achievement in Popular Annual Financial Reporting for the same period. This is the District's 12th consecutive Certificate of Achievement in Financial Reporting and the third straight year the District received the PAFR Award.

Webber then reported that District's Bond Rating was reaffirmed at a rating of "AA" with a stable outlook by Standard & Poor's on September 7th. The rating call was necessary in anticipation of the Debt Certificate refunding as discussed earlier.

Webber then reviewed the District's finances and said Aquatic Manager Supervisor Amanda Widloe will provide a Cypress Cove budget update at the October Board Meeting.

Webber then provided an update on the Accountant sharing that during the interview process the employee that previously resigned expressed interest in coming back. Staff met with the previous employee to discuss specifics and ultimately the parties decided to approve reemployment to begin on August 30th.

Webber closed his report presenting the PDRMA 2022 Health Insurance options. He noted that this information is typically this is presented at the October meeting and then the Board approved in November. This year PDRMA changed systems and the timing is much earlier as the District must make plan selections by October 22nd.

Webber then reviewed the highlights of the plan, including that the PPO provider will be changing from Aetna to Blue Cross Blue Shield who is currently the HMO provider. He said that after analyzing the 15-plan options staff is recommending keeping the medical plans the same in 2022 and recommend that the employee share of the premium contribution remain unchanged taking into consideration impacts from Covid-19, which will result in the employee share being 15.32% of the premium, slightly down from 2021. He said Staff will ask for final approval at the October 19th meeting.

Parks Planning & Development

2.a. Director of Parks, Planning & Development Jenny Knitter opened the report with her first action item, the 2021 Retaining Wall Replacement Project, CRP #21-11c

Knitter reviewed the project specs then shared that Alternate Bid #1 changes - a specified ornamental coping/capstone at International Estates to a standard retaining wall cap constituting a deduct. The bid results are as follows:

<u>Bidding Contractor</u>	<u>Base Bid</u>	<u>Alt. Bid #1</u>
Hacienda Landscaping, Inc.	\$ 37,300.00	(\$ 1,100.00)
Hoppy's Landscaping, Inc.	\$ 47,325.00	(\$ 1,000.00)
Innovation Landscape, Inc.	\$ 58,500.00	(\$ 825.00)
Landworks Limited	\$ 63,350.00	(\$ 1,702.00)
Semper Fi Land, Inc.	\$ 63,800.00	(\$ 600.00)
Copenhaver Construction, Inc.	\$ 74,300.00	\$ 0.00
D&J Landscape, Inc.	\$ 83,175.00	(\$ 1,900.00)

Knitter noted that the District has worked with Hacienda Landscaping in the past with no issues. She said that since the bid did come in within budget including the original specified and preferred ornamental stone cap, Staff does not recommend accepting the alternate bid deduct.

Staff requested the Board accept Hacienda Landscaping, Inc. as the low qualified bidder and approve a contract agreement in the amount of \$37,300.00 for the 2021 Retaining Wall Replacement Project, CRP #21-11c.

MOTION by Mahoney and seconded by Venouziou to accept Hacienda Landscaping, Inc. as the low qualified bidder and approve a contract agreement in the amount of \$37,300.00 for the 2021 Retaining Wall Replacement Project, CRP #21-11c.

President Cohen requested a roll call. Upon a roll being called:

AYES: Mahoney, Venouziou, Kranz, Coleman and Cohen
NAYS: None
ABSENT: None
MOTION CARRIED.

2.b. Knitter moved on to her next action item, the Meadowview School Playground - Park Bench Purchase, MSP #21-15pc.

Knitter said as part of the Meadowview School and Murphy School Playground Improvements Project, Staff planned for the purchase of four park benches to be installed in conjunction with playground improvements at Meadowview School. Maintenance staff will assemble and install the benches this winter, as time permits.

Staff recommended the Board accept NuToys Leisure Products an authorized dealer of Dumor as the low qualified bid secured from KPN Cooperative Purchase Program and approve a purchase order in the amount of \$6,216.00 for the purchase and delivery of the Meadowview School Playground - Park Bench Purchase, MSP #21-15pc.

MOTION by Mahoney and seconded by Kranz to accept NuToys Leisure Products an authorized dealer of Dumor as the low qualified bid secured from KPN Cooperative Purchase Program and approve a purchase order in the amount of \$6,216.00 for the purchase and delivery of the Meadowview School Playground - Park Bench Purchase, MSP #21-15pc.

President Cohen requested a roll call. Upon a roll being called:

AYES: Mahoney, Kranz, Venouziou, Coleman and Cohen
NAYS: None
ABSENT: None
MOTION CARRIED.

2.c. Knitter moved on to her next action item the Castaldo Park - Drinking Fountain Purchase, CRP #21-06pc
Original approval \$3,665

Knitter explained that the previously approved proposal inadvertently excluded the additional pet bowl as a part of the standard drinking fountains. An additional cost of \$915 was quoted for the added bowl.

Staff recommended the Board ratify the Executive Director's approval of change order #1, an add in the amount of \$915.00, for the addition of the pet fountain bowl to the Castaldo Park - Drinking Fountain Purchase, CRP #21-06pc.

MOTION by Mahoney and seconded by Kranz to ratify the Executive Director's approval of change order #1, an add in the amount of \$915.00, for the addition of the pet fountain bowl to the Castaldo Park - Drinking Fountain Purchase, CRP #21-06pc.

President Cohen requested a roll call. Upon a roll being called:

AYES: Mahoney, Kranz, Coleman, Venouziou and Cohen
NAYS: None
ABSENT: None
MOTION CARRIED.

2.d. Knitter moved on to her next action item, Ide's Grove West – West Property Fence Removal/Replacement.

Knitter reported that as noted in last month's board report, a decision was in order regarding an existing District owned chain link fence partially damaged by the June 2021 tornado as to whether to remove the fence without replacing or remove and replace. Based on the District's practice of not installing fences along park property lines unless there is a viable safety concern, the previous consensus of the Board was to remove and not replace the fence. A removal timeline was confirmed and a proposal secured to be reimbursed by insurance.

Knitter shared that Staff sent a letter dated September 3, 2021 to five adjacent home owners with rear yards abutting the property line with the fence informing them that the District plans to remove the existing damaged fence, but not replace it. She noted, to date, the District received feedback from one of the five residents indicating that he would like the fence to remain in place and not be removed as only slight damage exists (an 8' top rail), which was not a result of the tornado. In lieu of the District removing the fence, the resident asked permission to extend his property line to include the fence so that he would be responsible for the maintenance and the liability of the fence as it sits. Based on the survey, this extension request would be a matter of six inches. Staff does not recommend considering this as a viable option just for the maintenance of a fence due to the principle of the matter as well as legal complexities of deeding public lands to a private entity.

Executive Director Adams respectfully added that the fence provides no benefit to the District, just to the homeowners. Keeping the existing fence creates additional maintenance work and upkeep (e.g. string trimming and vegetation removal) and eventual cost to replace. He said the damaged sections of the existing fence is showing signs of deterioration (e.g. peeling PVC coating and rusting) along with the physical damage caused by the tornado. He added that the District is willing to push out the deadline for removing the fence to June 2022 to give the homeowners more time to make any arrangements to install private fences on their property.

Executive Director Adams shared that he spoke with the District's attorney about considering a licensing agreement as an option to consider. He advised that a licensing agreement creates several long-term issues to include but not limited to: enforcement of private property owners maintaining the fence, not all property owners may be in favor of a license agreement, different opinions/expectations of maintenance/upkeep, successors of property ownership non-transferable and administrative burden of insurance compliance.

Staff recommended the Board authorize Staff to remove and not replace the fence and extend the removal timeline to occur in June of 2022 to allow residents sufficient time to coordinate private fence installations to occur within their own property.

Board discussion ensued. Executive Director Adams reviewed the few circumstances in which the District would put up a fence, and re-reviewed the options for Board consideration.

MOTION by Venouziou and seconded by Coleman to remove the fence and extend the removal timeline to occur in June of 2022 to allow residents sufficient time to coordinate private fence installations to occur within their own property.

President Cohen requested a roll call. Upon a roll being called:

AYES: Venouziou, Coleman, Kranz and Cohen
NAYS: Mahoney
ABSENT: None
MOTION CARRIED.

2.e. Knitter moved on to her final action item, the Crabtree Creek – Resident Property Fence Encroachment.

Knitter reminded the Board that Staff was contacted by a resident, the Leahy family, who back up to the south side of Crabtree Creek. Their fence was damaged by the June tornado therefore they began the process of getting fence

contractors to provide quotes for its replacement. In doing so, they discovered that their rear fence is located approximately 1.2 feet on Woodridge Park District property, along the west property line and veers back onto private property as it is 0.7 feet within private property along the east property line. The homeowner's also have an existing retaining wall that is within their property but would require removal and reinstallation in order to ensure the fence was actually installed within their existing property. She said the homeowner's request is to reinstall a new fence in the exact location of the existing fence in order to complete their tornado recovery efforts.

Knitter said it is important to note that Staff often encounters these situations when homeowners plan for fence replacements and they discover that existing/older private rear fence locations are not actually located within their own private property. Currently, there is not a precedent of the District permitting this type of encroachment onto public property.

Executive Director Adams said that the District has not approved any encroachments in the past. He said the District's rules and regulations ordinance prohibits encroachments unless a permit, easement, license, contract or other written permission has first been obtained from the District. He added the encroachment is shown on the property owner's Plat of Survey, so the encroachment would have been noted in Owner's Title Policy at time of purchase.

Executive Director Adams shared that District's attorneys don't recommend permitting the option of a Consent to Encroachment agreement. The encroachment poses a liability concern if permitted, and it creates a precedent for future requests and creates issues for maintenance crews identifying property lines in the field. He said to keep in mind that if this Board approves an agreement, a future Board may no longer desire the agreement and could dissolve it creating future problems for homeowner.

Executive Director Adams reported that to compound the issue, ComEd replaced one of their poles damaged from the tornado and placed it on park property and not within the utility easement at the same fence location. The District requested Village assistance on that matter.

Board discussion ensued regarding the pros and cons of the Consent to Encroachment agreement, including the precedence it would set moving forward, any associated costs on the District's end regarding insurance and attorney's fees, and asking the homeowners their plans for the fence.

Board discussion between Commissioners and the homeowners ensued. Staff recommended the Board consider rejecting the homeowners request to install the private fence in the same location and require that the fence be located on private property.

MOTION by Venouziou and seconded by Mahoney to reject the request to install the private fence in the same location and require that the fence be located on private property.

President Cohen requested a roll call. Upon a roll being called:

AYES: Venouziou, Mahoney, Kranz, Coleman and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Knitter then moved on to several informational items.

- Knitter said following completion of the work at Murphy School on August 12th, the contractor shifted crews to Meadowview School breaking ground on August 16th. Initially, Cunningham Recreation provided an estimated shipping date of August 13th for the GameTime play equipment. However, this timeline was not met, and only on September 9th did the district receive confirmation that the equipment had shipped. Knitter said this delay will impact the project's original substantial completion date of September 17th.

- The paver repairs at the ARC Parking and at the Orchard Hill Park baseball fields were all completed within three consecutive working days surrounding the Labor Day holiday weekend.
- The 2021 Court Recoloring Project began on September 7th and should be completed by early the week of September 13th. The courts will be reopened for public use that same week.

Knitter then discussed the Sled Hill Development reporting that the District provided Earthwerks a deadline via email and voicemail of August 20th for the contractor to provide a construction schedule for the installation of the concrete walk linking the Village/Library parking lots to the new JJHS track and field complex. The contractor failed to provide a response. On September 3rd, Klein, Thorpe & Jenkins issued a letter to the contractor advising the contractor that all work obligated under the terms of the donation agreement be satisfactorily completed by September 30th, or legal action would be taken. No response from the contractor has been received to date. Board discussion ensued regarding the next steps and other available options.

Knitter closed her report discussing tornado clean-up efforts and the tasks completed by the Parks, Planning & Development department.

Golf Course

Executive Director Adams shared that the golf course hosted 11,821 rounds in August. YTD rounds total 44,885, or about 3,500 more than last season. Weekends continue to be populated with outings and daily fee players while weekdays host more 'membership' rounds.

Recreation

Superintendent of Parks & Recreation Don Ritter opened his report stating that the Action Item in his report – the Cypress Cove Family Aquatic Park - Enclosed Flume Slide Pump & Motor Repair, AMSP #21-03pc, Proposal Ratification – will be moved to next month since it inadvertently was not placed on the agenda. He provided an overview.

Ritter shared that Cypress Cove closed on Labor Day. Staff completed a walk-through assessment to prepare for 2022 budgeting. He reviewed the preliminary Profit & Loss report and attendance numbers.

Executive Director Adams shared that a leak in the enclosed body-flume slide supply line was recently detected after the restart up of the slide's motor and pump repairs were completed. Staff is soliciting proposals for the repair. He added that other park districts experienced the same issue after the water parks sat idle for a year.

Ritter said Staff met with Jeff Sampson, a representative from the Lisle FC Soccer program, to discuss the interest level of forming a potential partnership with the District's Woodridge Storm Traveling Soccer program. Jeff is a Woodridge resident who is very familiar with the Storm program as a former player and coach/trainer and has shared his thoughts on ways to resurrect the traveling program.

Ritter shared that Staff developed a pros/cons list for three potential options to consider with Sampson's involvement. As mentioned at a previous board meeting, a draft of a Request for Proposal ("RFP") was being worked on to gauge interest level of other traveling clubs possibly merging with the Storm program. Once finalized, staff plans on sending the RFP to local traveling soccer clubs next week with a return deadline of October 29th. He said at that time, Staff will evaluate the RFP's that have been returned, as well as consider the potential merger options in more detail with the Lisle FC.

Woodridge closed his report sharing the following items:

- The District hosted the Woodridge Fall Festival U8-U14 Tournament from September 17-19. The tournament included 110 teams, playing 199 games, on 11 fields. He congratulated Athletic Supervisor Brad Keene on planning the Tournament.
- The 2nd Kid's Fishing Derby was held on August 28th at Lake Harriet with 38 participants. The Senior Fishing Club assisted again with the event by recording/measuring the fish.

- The Kidz Squad program has now been running for three weeks and with the exception of a shortage of staff, everything else seems to be running very smooth. Currently, 71 kids are enrolled in the after-school program and 46 in the before school program. The waitlist still has 65 kids and each time we are able to hire an additional staff member, we enroll another 10 children.

Marketing & Community Engagement

Executive Director Adams opened the Marketing & Community Engagement report noting that in an effort to improve the in-person and online registration experience for our new customers, the Marketing & Community Engagement department is proposing a few changes to the current procedure to make it less burdensome to register for programs. The changes include:

- The first suggested change is the overall account verification process. The District currently requires the following in order to create a new household account: driver's licenses of all adults, proof of residency such as a mortgage statement or utility bill and a birth certificate/guardianship for each child before they can register for a program. This account verification process deters the online registration process, as a resident or nonresident cannot register for a program online until they have visited in person to prove residency and show documentation for household members.
- The second suggested change is to allow residents and non-residents to create an account online with detailed instructions on what information is required and the following copy: "Individuals who provide false information for program registration, memberships, or admittance to District facilities will be removed from the program or facility without a refund. Individuals may be required to provide documentation to the Park District to confirm account information."

Executive Director Adams noted that several procedures can be put in place to discourage residents from providing misinformation such as an address or non-household members. The first step entails internal address verification lookup which includes all the households that are Woodridge Park District tax payers. Another step is for the customer service staff to systematically run reports on a routine basis (e.g. weekly, bi-weekly) to double check the accounts that have been created online for correct information. He said other Park Districts that have similar account verification and online account creation procedures include Naperville, Downers Grove and Lisle, as well as Oswego and Glen Ellyn.

Executive Director Adams then reviewed other projects the Department worked on including wall graphics, the bus wrap and Oktoberfest marketing materials.

Executive Director Adams then provided an update on the customer service department, sharing that the front desk at the ARC will be open on Saturdays from 9 a.m. - 12 p.m. to accommodate working parents. Staff is evaluating opening up the front desk at the FHCC to accommodate the customers who are already in the building on Thursdays for the Golden Years program and Totschool parents.

Safety

Executive Director Adams reported that this month's report includes the usual bumps and bruises.

CONSENT AGENDA

MOTION by Coleman and seconded by Mahoney to approve Consent Agenda Item #1 for the approval of the August 17, 2021 Special Board Meeting minutes and Agenda items #2 through #14 for Vendor Payment, Payroll Ratification and Program Refunds for a total amount \$1,468,717.94.

1. Regular Board Meeting MinutesAugust 17, 2021
2. Vendor Payment & Payroll Ratification Report (8/13/21 – 9/16/21) \$1,468,717.94
3. Village of Woodridge, Town Centre Land Acquisition, G.O. Bond Refunding, Series 2014 Reimbursement Payment. \$103,325.00
4. C.R. Schmidt, Inc., ARC Parking Lot – Paver Repairs Project, MSP #21-09c, Payout #1 (Final)..... \$32,760.00
5. Evans & Son Blacktop, Inc. Tornado Damage – Ide's West Asphalt Repairs, Payout #1 (Final)..... \$3,423.00

6. Hacienda Landscaping, Inc., Meadowview/Murphy Playground Improv. Proj.,CRP #21-02c, Payout #2.....	\$66,261.33
7. Integrated Lakes Management., Ide's Grove West Park – Wetland Maint. Services, MSP #20-09pc, Payout #4 \$1,159.08	
8. Living Waters Consultants, Inc., Hawthorne Hill Woods Culvert Repair – Eng. Services CA #20-02pc, Payout #8 \$4,500.00	
9. Reese Recreation, Castaldo Drinking Fountain Purchase, CRP #21-06pc, Payout #1 (Final)	\$4,580.00
10. Sybert Group, Inc., Contr. Landscape Maint. Services – 2021 Contract Ext., MSP #19-03pc, Payout #5.....	\$3,399.47
11. The Davey Tree Expert Co., Boundary Hill Woods - Tornado Recovery Tree, MSP #21-10c, Payout #2 (Final).....	\$1,800.00
12. The Davey Tree Expert Co., VGGC – Tornado Recovery, Payout #2 (Final).....	\$2,362.50
13. The Davey Tree Expert Co.,2021 Tree Removal and Pruning Project, MSP #21-11pc, Payout #2.....	\$4,650.00
14. US Tennis Court Construction Co., 2021 Court Recoloring Project, CRP #21-07c, Payout #1 (Final).....	\$35,250.00

President Cohen requested a roll call approving consent agenda items #1 through #14.

Upon a roll being called:

AYES: Coleman, Mahoney, Venouziou, Kranz and Cohen
 NAYS: None
 ABSENT: None
 MOTION CARRIED.

EXECUTIVE DIRECTOR'S REPORT

G.1.b. Executive Director Adams resumed his report presenting his next action item, Authorization to Revise One Part-time (PT1) Customer Service Coordinator Position to Full-time (FT).

Executive Director Adams reported that currently the Marketing & Community Engagement department has two customer service coordinator vacancies. The District recently went through a hiring process for one of the part-time positions. Though the District did hire an employee, after short order both the District and the employee determined a job change was necessary and therefore the District reassigned the employee to another open position in another department. Currently, the District has only received two applications to date. The pool of qualified candidates is limited.

Executive Director Adams said Customer Service (“CS”) is an essential service for the District. Based on the amount of time and effort required to constantly train new CS employees on District systems creates a strain on the Department CS team. Maintaining consistent customer services is critical to overall customer satisfaction. He added that revising the position to full-time provides several advantages. The full-time position will allow additional training of skills and delegation of higher responsibilities from the CS Supervisor and designate the position to serve in the absence of the CS Supervisor. Furthermore, it will help resolve the turnover issue, provide better stability within the department and provides a level for advancement. Adams reviewed the budget cost impacts.

MOTION by Venouziou and seconded by Mahoney to revise one part-time (PT1) Customer Service Coordinator position to full-time (FT).

President Cohen requested a roll call. Upon a roll being called:

AYES: Venouziou, Mahoney, Coleman, Kranz and Cohen
 NAYS: None
 ABSENT: None

MOTION CARRIED.

Staff then recommended the Board consider approving a revision to the FY2021 Salary & Wage Scale to add a full-time Customer Service Coordinator Salary Range of \$30,485 - \$45,727.

MOTION by Coleman and seconded by Venouziou to revise the FY2021 Salary & Wage Scale to add a full-time Customer Service Coordinator Salary Range of \$30,485 - \$45,727.

President Cohen requested a roll call. Upon a roll being called:

AYES: Coleman, Venouziou, Mahoney, Kranz and Cohen

NAYS: None

ABSENT: None

MOTION CARRIED.

Executive Director Adams closed his report providing an update on the IAPD/IPRA Distinguished Accredited Agency Program, sharing that all evidence documentation has been uploaded into PowerDMS and is ready for review scheduled on October 14, 2021. He reviewed the schedule for that day and invited the Board to stop by 8:00 for introductions if they are interested.

COMMITTEE REPORTS

SEASPAR

No report

JUBILEE/OKTOBERFEST

Ritter said Staff is ready to go for the event.

PDRMA

Executive Director Adams referred to the Health Insurance information presented in the Staff Finance Report.

EX-OFFICIO REPORT

Plan Commission

No report

Chamber of Commerce

Commissioner Kranz reported that the Taste of 630 is scheduled for September 29th at Seven Bridges Golf Course.

Affiliated Athletic Associations

No report.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested.

MOTION by Mahoney, seconded by Venouziou to adjourn the regular board meeting at 8:59 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

Jack C Mahoney

Jack Mahoney, Secretary